

Posting:	#09-17
Posting Type:	Internal & Open Announcement
Closing Date:	July 1, 2009 at 5:00 PM
Starting Wage:	\$17.51/hour Full Time Position with Full Benefits Package
Application Procedures:	Interested individuals are encouraged to apply by submitting a Brookings County application to Human Resources ♦ Brookings County Courthouse ♦ 314 6th Avenue ♦ Brookings, SD 57006.

Job Title: Corrections Sergeant
Department: Sheriff
Reports To: Jail Administrator
FLSA Status: Nonexempt

General Statement of Duties

The fundamental reason for this position is to assist the Jail Administrator in the daily operation and management of the detention center to include: providing for training of staff as directed; assisting with scheduling of staff; assisting with work/school release, Commissary, and electronic monitoring; assisting with transport of inmates; assisting with service of civil and criminal process; general custodial and detention functions essential to the operation of the detention center. Incumbent will be responsible to perform dispatch functions as required and assigned.

Note - It is the primary responsibility of all Correctional Officers to ensure that the Detention Center is operating in a peaceful and proper manner. Correctional Officers should be aware that physical confrontation with inmates is a real possibility at any time to ensure proper operation.

Essential Duties and Responsibilities

1. Assist with the supervision, security, and conduct of inmates at the County Correctional Detention Center.
2. In the absence of the Jail Administrator, provides general management duties in relation to daily operations of the jail.
3. Assist in all operations of control of the detention center
4. Admit and release prisoners to include searching inmates and property and making inventory of the personal property of the prisoners.
5. Book and discharge inmates; issue clothing and supplies to new inmates; arranges for inmate transportation, if necessary; maintains inmate and detention records.
6. Fingerprint and photograph inmates and private citizens to include proper documentation.
7. Classify incoming inmates and place them in proper cells.
8. Deliver meals and assist in meal preparation.
9. Disperse medication to prisoners as directed by medical professional.
10. Assist in cleaning of the jail areas. Ensure that cells, facilities, and grounds are kept sanitary.
11. Assists with computer jail entries.
12. Check on inmates on a routine and regular basis.
13. Assist in jail safety and security procedures to include the control of weapons, contraband, keys, tools, doors, and other related safety and security precautions.
14. Oversee the inmate's daily exercise and recreation routine.

15. Promote acceptable attitudes and behaviors of inmates to assist them in adjusting to a confinement setting.
16. Respond to inquiries regarding inmate detention and correctional facility policies within the constraints of department regulations.
17. Operate equipment and utilize Teletype communications.
18. Testify in court and before County Commission.
19. Attend training sessions and meetings as required.
20. Perform work in a manner consistent with safe practices.
21. Assist in the daily operation of the work release, school release, commissary, and electronic monitoring programs.
22. Provide training for new and existing detention center staff as assigned by his/her supervisor(s)
23. Assist with general management of the detention center daily operations as assigned by his/her supervisor(s)
24. Assist in the service of civil and criminal process as assigned by his/her supervisor(s)
25. Develop and maintain positive, professional relationships with the general public and other employees
26. Perform other such duties and functions as assigned and necessary to the proper performance of the position.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and Education

1. Graduation from high school or GED; one (1) year of college or vocational training preferred and/or previous correctional officer training preferred; certification by the SD Law Enforcement Academy and/or one (1) year law enforcement experience preferred; or an equivalent combination of education, experience, and training may be acceptable to the hiring authority.
2. Extensive knowledge of the principles and procedures, codes, laws, and statutes of law enforcement and security operations.
3. Ability to perform duties effectively under stressful conditions; ability to make decisions quickly and accurately with tact and impartiality; demonstrated leadership skills
4. Demonstrated ability to operate dispatch equipment.
5. Ability to understand and follow verbal and written instructions and to communicate effectively both verbally and in writing.
6. Possession of a valid South Dakota driver's license

Physical Demands

The Physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to communicate
2. The employee frequently is required to sit and use hands to finger, handle, or feel.
3. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
4. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to employees own body weight.
5. Ability to handle stressful situations.
6. Ability to work odd shifts, holidays and during emergencies.
7. Ability to work as needed and to be available for on-call shifts.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic and caustic chemicals; employee may be exposed to outside weather conditions.
2. The noise level in the work environment is usually moderate but may be occasionally loud.

Examination, Testing, and Certification

The Examination, Testing, and Certification described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Valid South Dakota Drivers License.
2. Valid South Dakota Law Enforcement Certification
3. Successful competition in written and/or oral interviews.
4. Other such examination as deemed appropriate and necessary by the Sheriff and/or county.